

Information Technology 120 - Word 01

1. Open Microsoft word. Set your page layout to landscape and increase the margins as far as possible.
2. Add a page border and page color similar to the ones in the included sample in the Design Tab.
3. Go Into the O: Drive and find the pictures of each of the items on the page below. The pictures are not matching pictures. They should be resized to fit and be spaced appropriately. To move the pictures around you will need to change the horizontal alignment option in the picture layout tab. You may need to crop a few of the images to fit properly.
4. Include textboxes centered over each picture and a page title centered on the page.
5. Save document as "Hello from London.doc"
6. Now open your snipping tool in windows and capture what you have created.
7. Save it as "Hello From London.png"
8. Open a new Microsoft Word Doc.
9. Create a header with your name, date and assignment name.
10. Type the title **VISITING LONDON** in bold and Tempus Sans ITC in 14 points and apply the "Title" style to it.
11. Type the outline below in Garamond 11 pts
(Home, Paragraph, Multilevel List)
12. Change the line spacing of the outline to 1.5 lines
13. Make the following sites hyperlinked to the location:
 - Gatwick Inn
 - The National Gallery
 - The National Portrait Gallery
 - The Museum of London
14. Insert your "Hello from London.png"
15. Save a copy of your assignment as "Word 01.doc"

VISITING LONDON

1) WHERE TO STAY

- a) Near the airport
 - i) Gatwick Inn
 - (1) Indoor pool, restaurant, squash court, billiards room
 - (2) Covered walkway to airport terminal
 - ii) Forte Benson
 - (1) Classic façade of brick and sculpted, honey coloured stone
 - (2) Gym, pool, sauna, glamorous lobby, famous restaurants
 - (3) Free airport shuttle
- b) Near attractions
 - i) Holiday Times Dock 265
 - (1) Opposite side of River Thames from Canary Wharf
 - (2) Museum and dry-moored vessel alongside
 - (3) Riverboat service to north bank
 - (4) Bistro, restaurant, fitness center with small pool, sauna
 - ii) Royal Kentwood Hotel
 - (1) A budget hotel near Madame Tussaud's
 - (2) A quiet, residential area
 - (3) Near London Zoo and Regent's Park

2) SIGHTSEEING

- a) Historic sites
 - i) Buckingham Palace: 18 rooms available to view
 - ii) Piccadilly Circus: theatre, cinema and Soho
 - iii) The Tower of London: exhibition of the crowns and diamonds
- b) Art museums
 - i) The National Gallery: the U.K.'s major collection of paintings
 - ii) The National Portrait Gallery: five floors of famous faces such as William Shakespeare and Mick Jagger
 - iii) the Museum of London: comprehensive city museum.

